



# MONTANA LEGISLATIVE BRANCH

## Legislative Fiscal Division

Room 110 Capitol Building \* P.O. Box 201711 \* Helena, MT 59620-1711 \* (406) 444-2986 \* FAX (406) 444-3036

Legislative Fiscal Analyst  
CLAYTON SCHENCK

September 28, 2005

Janet Kelly, Director  
Department of Administration  
PO Box 200101

Dear Ms. Kelly:

At the June meeting of the Legislative Finance Committee (LFC), the committee voted to request information from each agency on the status of certain FTE for which funding was added in HB 2. This letter is our request for this information. Specifically, the committee wishes to know:

- 1) Which positions have been filled
- 2) The status or projected hire date of positions that have not been filled
- 3) Issues encountered in attempting to fill the positions

Attached to this letter is a form(s) for the positions for which the LFC requests this information. Please complete and return the form via email to the analyst listed on the form and to Diane McDuffie at [dimcduffie@mt.gov](mailto:dimcduffie@mt.gov) in the Legislative Fiscal Division by October 14, 2005.

Thank you for your attention to this matter. If you have any general questions about this request, please contact Taryn Purdy at 5383, or at [tpurdy@mt.gov](mailto:tpurdy@mt.gov). If you have questions about a particular update, please contact the LFD staff person listed.

Sincerely,

Clayton Schenck  
Legislative Fiscal Analyst

## FTE Information Requested by the Legislative Finance Committee For the 2007 Biennium

### **General Information**

Agency Name: Office of the State Public Defender

Due Date: 14-Oct-05

LFD Contact: DeWitt, Greg

Agency Contact: Steve Bender

### **Specific Information**

Decision Package: NP-1

# of FTE: 5.50

FTE Purpose: To manage and administer system (SB 146)

### **FTE Information Required**

<b>Position FTE Hired For</b> (Please provide position name e.g., Program Manager for Small Business Insurance Pool)	<b>Hire Date</b>
Chief Public Defender	11/1/05 Goal
Operations Manager / Administrative Director	NA
Operations Manager / Assist Public Defenders	NA
Financial Manager	NA
Contract Managers	NA
Accountant	NA
IT Analyst	NA
Administrative Support	Chief's to hire

If the FTE have not been hired:

When will the FTE be hired? (Be specific as possible e.g., December, end of 3<sup>rd</sup> quarter, etc.)

Throughout the remainder of the fiscal year as the office is staffed up as budgeted. (See attached for budgeted start dates of each funded FTE).

If recruitment efforts were unsuccessful, what prevented you from hiring? (e.g. didn't get qualified applicants, vacancy savings, etc.) NA

**Office of the Public Defender  
Budgeted Positions**

Position #	Job Title	FTE	Type of Position	Budgeted Starting Date	Budgeted Salary/FTE	Anticipated Job Duties
<b>New Office of the Public Defender:</b>						
61800001	Chief Public Defender	1	Appointed	9/1/2005	\$76,272	Staff to Commission and oversees operation of the system, concentrating on the legal/attorney issues.
61800002	Operations Manager / Administrative Director	1	Appointed	1/1/2006	52,401	Non-attorney intended for day-to-day management of the office. Lead for budget, legislative and state government affairs.
61800003	Operations Manager / Assist Public Defenders	2	Appointed	3/1/2006	52,401	Staff attorneys to develop policies and procedures; and to serve as training coordinator and manager of contracting
61800004	Financial Manager	1	Civil Servant (CS)	1/1/2006	39,520	Lead accountant; responsible for designing accounting system, financial reporting, assist with budgeting, compliance with accounting policy.
61800005	Contract Managers	2	CS	3/1/2006	39,520	Maintain inventory and contracts with private counsel for "assignment".
61800007	Accountant	1	CS	3/1/2006	39,520	Senior accountant responsible for day-to-day accounting and supervision of accounting techs.
61800008	Accounting Techs	3	CS	7/1/2006	30,019	Head-down, bill payers.
61800010	IT Analyst	2	CS	1/1/06 for 1	39,520	Network support, web presence, desktop support and application support (can be contracted with ITSD).
61800016	Administrative Support	2	CS	7/1/2005	25,222	General office support
61800011	Administrative Support from Judiciary	0.5	CS	7/1/2006	8,289	General office support; separate from above cause to be transferred from Judiciary.
61800012	Accounting Tech from Judiciary	1	CS	7/1/2006	19,885	Head-down, bill payers; separate from above cause to be transferred from Judiciary.
<b>Subtotal</b>		<b>16.5</b>				
<b>Existing County Staff:</b>						
61800013	Lawyer (County Staff)	42	Deputy Exempt	7/1/2006	47,391	Existing county public defenders
61800014	County Support Staff	23.75	CS	7/1/2006	25,126	Existing county public defender support staff
<b>Subtotal</b>		<b>65.75</b>				
<b>New County Staff:</b>						
61800009	Eligibility Assist.	5	CS	7/1/2006	30,019	New eligibility clerks for indigence determinations.
<b>Subtotal</b>		<b>5</b>				